

# Southern California Collegiate Volleyball Officials Association Constitution and Bylaws

## Article I. Organization

### Section 1.01 Name of Organization

The name of this organization shall be the **Southern California Collegiate Volleyball Officials Association (SCCVOA)**, hereinafter, referred to as the Association or the SCCVOA.

### Section 1.02 Organization and Operation

The Association is organized and operated for the purposes herein set forth and any other non-profit purposes. No parts of the asset(s), nor any income or gain there from, shall inure to the benefit of its members, except as provided for in this Constitution and its Bylaws.

## Article II. Purpose

### Section 2.01 Purposes and Powers

The foregoing statement of purposes shall be construed as a statement of both purposes and power. The Purposes and Powers stated in each clause shall be in no way limited or restricted by a reference to or from the terms or provisions of any other clause, but shall be regarded as independent Purposes and Powers.

### Section 2.02 Mission Statement

The mission of the Association shall be to provide an educational, practical and instructional program for volleyball officials to qualify them for officiating assignments under the auspices of the Professional Association of Volleyball Officials (PAVO).

### Section 2.03 Objectives

**The objectives of the Association shall be:**

- (a) To uphold, encourage and promote high ethical and professional standards among the Association's members in the performance of their officiating duties.
- (b) To provide an educational and instructional program aimed at improving the efficiency, training, preparation, development and competency of each member. This shall be accomplished by exchange of ideas and through constructive criticism of game situations, the rules and the mechanics of officiating.
- (c) To promote the advancement of amateur volleyball and encourage the spirit of clean sportsmanship.
- (d) To promote good fellowship among its members and to provide benevolent assistance in extraordinary cases within the membership.
- (e) To provide communication to the representatives of the members served by the SCCVOA.

- (f) To provide a list of professional and knowledgeable volleyball officials to Assignment Coordinators for coverage of collegiate volleyball matches.
- (g) To encourage a thorough knowledge of rule sets for the National Collegiate Athletics Board, NAIA, USAV, and modifications thereof.
- (h) Serve as arbitrator for all grievances presented to the Board.

## **Article III. Membership**

### **Section 3.01 Conduct**

Integrity is essential to the performance of duties and responsibilities as an official. When carrying out the duties and responsibilities, honesty, sound judgment and careful observation of the laws and policies applicable to this association are prerequisites for its success. A conflict of interest can arise when the personal interests of a member influence, or reasonably appear to influence, that member's judgment or ability to act in the best interests of the Association. Every member is responsible for the protection of the assets of the Association. In addition, members are personally responsible for safeguarding and accounting for all Association assets entrusted to their individual control.

### **Section 3.02 Member Eligibility**

Membership is composed of collegiate officials, defined by geographical borders. These borders may be modified or adjusted on an annual basis as the Association sees fit in order to best serve the Association as a whole. The membership is under the jurisdiction of the associated governing body. Membership does not guarantee certification. Any member approved by the SCCVOA is awarded membership, without regard to race, color, religion, creed, sex or sexual preference or age (unless restricted by another governing body).

All Association members shall abide by the Constitution and Bylaws of the Association. Association membership may be withdrawn at any time by the SCCVOA for just cause.

### **Section 3.03 Classification of Membership**

There are three (3) classes of membership:

- (a) **Qualified** – a member that has met the requirements of the governing body, successfully fulfilled the financial obligations of same and has successfully fulfilled the financial obligations of the Association. In addition, does not engage in any conduct, or act in a manner that is detrimental to the welfare and purpose of this Association or its members. Shall have the right to vote, hold office and to enjoy the full privilege of membership.
- (b) **Non-Qualified** – a member that has not met all the conditions of a Qualified member. A Non-Qualified member shall not have the right to vote, hold office or receive game assignments. The Board shall determine whether a member has failed to meet all of the requirements for Qualified membership. The Board shall, upon finding a member to be non-qualified, immediately notify the member and all Conference Coordinator(s).

Within thirty (30) days after being so informed, a Non-Qualified member may petition the Board for reinstatement to Qualified membership status. The Non-Qualified member must present satisfactory proof that it has or is in the process of fulfilling all of the requirements of a Qualified member.

- (c) Suspended - a member is one who, by action of the Association, has been temporarily placed in a Non-Qualified status, pending Association review. During this suspension period, the member may not vote, hold office or fulfill or receive any game assignments, as seen fit by the Association.

In addition, a Suspended member may also be one who was a Qualified member of this Association, but because of unprofessional conduct, or a failure to pay dues and/or other acts detrimental to the welfare of this Association, can be placed on probation or expelled. The Association will rule how long the probation or expulsion will last and immediately advise the Suspended member. Such probation and/or expulsion shall require the approval of two-thirds of the Board.

#### Section 3.04                    **Forfeiture of Membership**

Membership may be forfeited for unprofessional conduct, acts of moral turpitude, unethical act and/or acts that are detrimental to the welfare of the Association or the game of volleyball. Such forfeiture shall require the approval of two-thirds of the Association.

#### Section 3.05                    **Reinstatement**

Reinstatement shall be initiated by written application of the member seeking reinstatement. Such reinstatement shall require the approval of a two-thirds vote of the Board.

### **Article IV. Officers and Duties**

#### Section 4.01                    **Officers**

The Board shall consist of the Board Chair, Secretary, Treasurer, USAV Rep, SCVOA Rep, and four elected board members. From these representatives, the Board Chair will oversee the operations of the SCCVOA for the designated term of office. The Secretary and Treasurer are appointed members and do not have voting rights unless they are also one of the members at-large.

#### Section 4.02                    **Term of Office**

The term of office for the Board is as follows:

- (a) **Board Chair**- two (2) year elected term, commencing in January, 2010, ending each second January with new election.
- (b) **Secretary** - three (3) year appointed term, commencing in January, 2010, every three years thereafter.
- (c) **Treasurer** - three (3) year appointed term, commencing in January, 2010, every three years thereafter.

- (d) **Member At-Large** – two (2) year elected terms, commencing in January, 2010, every two years thereafter. Four elected member at-large positions each serving a two-year term with two (2) elected on even years and two (2) elected on odd years.

Terms of newly elected officers (Board Chair and Members At-Large) shall commence on January 1 of elected year. Terms of outgoing officers shall end on December 31 of the final year of the term.

## Section 4.03 **Authority and Duties of Officers**

### (a) Authority

All officers of this Board shall have such express authority and perform such duties in the management of the property and affairs of the Association as is provided in this Association's Constitution and Bylaws, or to the extent not provided, as may be determined by resolution of the Board, not inconsistent with this Constitution and its Bylaws. All officers of this Board shall also have such implied authority as recognized by the common law from time to time.

### (b) Board Chair's Duties

1. The Board Chair shall preside at all meetings of the Board; call special meetings and execute the will of the Association. The Board Chair shall exercise general control over the affairs and conduct of this Association and shall perform all duties that are incidental to the office that he/she may be directed to perform by the Association.
2. Shall appoint all members and committee chairs to committees except where provided for in this Constitution and Bylaws.
3. Shall be the one who formally suspends and otherwise notifies appealing members of the Board decisions.
4. Shall be the spokesperson for the Association and is authorized to delegate this responsibility to other members of the Board as deemed appropriate.
5. Shall decide all questions that may arise under the Constitution, Bylaws or Rules and Regulations of this Board. However, any member shall have the privilege of appeal from the Board Chair's decision to the Board.
6. Notify a member of their suspension if said member fails to perform the duties of their office.
7. Be the chief correspondent for the Board. This duty may be delegated.

### (c) Secretary's Duties

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1. Shall record or cause to be recorded, the minutes of the meetings of the Board. The Secretary shall provide the minutes from those meetings to the members of the Association within thirty (30) days.
2. Shall maintain the archives of the Association.
3. Shall publish the ballot for election of officers, tabulate the results, and tally and certify any vote or election held by the Association.
4. Shall maintain accurate, complete and careful records of the Association and be in charge of preserving all paperwork, books, documents, records and communications of the Association.
5. Shall issue all notices, membership cards and kits and conduct the official correspondence of the Association as directed by the Board Chair or the Board.
6. The Board shall appropriate on an annual basis, a stipend to the Secretary for completed services rendered.
7. Shall perform other duties usually pertaining to this office or as may be assigned by the Board Chair or the Board.

### (d) Treasurer's Duties

1. Shall have charge of the financial records of the Association and be responsible for filing required documents with the appropriate authorities and agencies.
2. Shall be authorized to establish a bank account for the Association, to execute instruments of deposit or payment on behalf of the Association, with all such instruments of payment to be authorized by the Board or the Board Chair.
3. Shall submit Quarterly and Annual Financial Reports and Budgets, in writing, to the Board at the first and last meetings each year. The budget will be presented at the first annual meeting for final approval by the Association
4. The Board shall appropriate on an annual basis a stipend to the Treasurer for completed services rendered.
5. Shall perform other duties usually pertaining to the office or as may be assigned by the Board Chair or the Board.
6. Shall send notices and invoices to the Association for membership and dues as needed.

### (e) Members At-Large

1. To represent all members of the association.

2. To serve on committees as appointed by the board.
3. Shall exercise general supervision of officers and appointed members of the board ensuring fair and adequate representation of all members of the association.

(f) USAV Representative

1. Represent the USAV (Southern California Region) officials. May recommend officials for appointment to become members of the Association.

(g) SCVOA Representative

1. Represents the Southern California High School Association and may recommend high school officials with a rating of C2 and above for a minimum of two (2) years to become a member.

Section 4.04                    **Election of Board Chair**

The Board Chair shall be elected by a majority vote of the Qualified members of the association, as stipulated in Article IV. In order to serve as the Board Chair a member must be elected or appointed. Person occupying this office must be a member in good standing with a PAVO State or National rating.

Section 4.05                    **Appointment of the Secretary**

The Secretary shall be appointed by a majority vote of the board, as stipulated in Article IV. Any qualified member in good standing within Association may be appointed Secretary of the Board. The Board should insure that any person occupying this office have the necessary training or qualifications, as determined by the Board, in order to perform the duties in a competent manner.

Section 4.06                    **Appointment of the Treasurer**

The Treasurer shall be appointed by a majority vote of the board, as stipulated in Article IV. Any member in good standing within the Association may be appointed Treasurer of the Board. The Board should insure that any person occupying this office have the necessary training or qualifications, as determined by the Board, in order to perform the duties in a competent manner.

Section 4.07                    **Voting Rights for Board Members**

Each member of the Board shall have the right to vote and shall have one (1) vote on all matters before the Board. There shall be no proxies or absentee votes at any Board meeting. Substitute representatives shall have the same rights as the member they represent. The Board Chair serves as the tiebreaking vote on all matters that are subject to a spilt decision by a quorum of the board.

Section 4.08                    **Removal of a Board Member/Member**

- (a) Upon two-thirds vote of the Board, any member may be removed for:

1. Dereliction of duty with regard to the Board.
2. Unethical, moral turpitude or unprofessional behavior toward the Association or volleyball.

#### Section 4.09            **Filling Officer Vacancies**

- (a) In the case of death, removal, resignation or inability to act as the Board Chair, the Secretary will call a meeting of the Board and will preside until the Board holds an election. The election will be held immediately at this meeting to elect a new Board Chair to complete the term of office of the vacant Board Chair, as indicated in Article IV.
- (b) In the case of death, removal, resignation or inability to act as the Secretary, the Board Chair will make a temporary appointment for this position. The appointment must be approved by a majority vote of the Board and may be approved using electronic means. This appointment will be in effect until such time as the Board can hold a regular meeting, where the position will be filled by appointment, as indicated in Article IV. The newly appointment Secretary will then complete the term of office of the vacant Secretary.
- (c) In the case of death, removal, resignation or inability to act as the Treasurer, the Board Chair will make a temporary appointment for this position. The appointment must be approved by a majority vote of the Board and may be approved using electronic means. This appointment will be in effect until such time as the Board can hold a regular meeting, where the position will be filled by appointment, as indicated in Article IV. The newly appointed Treasurer will then complete the term of office of the vacant Treasurer.
- (d) If the successful candidate for an elective office dies or withdraws after being elected, the resulting situation shall be considered as a vacancy having occurred during the term for which this candidate was selected.

#### Section 4.10            **Board Expenses**

No member of the Board may request any fees from the Board for their services, except for approved materials, travel expenses and other expenses authorized by the Board or as set forth in this document.

### **Article V. Elections**

#### Section 5.01            **Election Procedures**

The procedure for the election of the office of Board Chair and Members At-Large shall be as follows:

- (a) Nominations of Qualified members shall be presented to the Board by December Thirty first (31) of the current calendar year with elections to be held in January via electronic ballot.
- (b) Votes shall be cast by Qualified Board members. The vote will be by secret ballot and each member shall have one (1) vote.

- (c) The current Board Chair (or designated representative) shall appoint a minimum of three (3) Board members to the Tally Committee, where the votes cast are tallied and recorded and then certified by the Secretary or Treasurer for presentation to the Board or Board.
- (d) In order to be elected as Board Chair, the nominee must receive a majority of the votes cast. In the event that a majority vote is not achieved, the two nominees with the most number of votes (or more in the case of a tie for the top two positions) will follow this same procedure (Section 5.01(b) through Section 5.01(d)) in a run-off election until a winner is determined.
- (e) In order to be elected as Member At-Large, the nominee must achieve the top two majority votes. In the event that a majority vote is not achieved, the nominees with the most number of votes (or more in the case of a tie for the top positions) will follow this same procedure (Section 5.01(b) through Section 5.01(d)) in a run-off election until a winner is determined.

## **Article VI. Meetings**

The Board shall meet a minimum of two (2) times per year. These dates will be established by the Board Chair as necessary. The Board Chair or a majority of the Board may call a special meeting. A quorum is defined as four (4) or more member representatives present of the Board. No business can be conducted unless a quorum is present.

## **Article VII. Committees and Councils**

The Board may establish committees and councils to administer programs within the Association.

### **Section 7.01 Standing Committees**

The following standing committees shall be established:

- Tally Committee - a committee appointed by the Board Chair (or designated representative) to tally the results of any ballot by the Board. The Secretary or Treasurer will be the chairman of this committee and will certify all election results to the Board or Association.

## **Article VIII. Amendments**

Amendments to this Constitution and Bylaws may be amended at any regular meeting of the Board by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

## **Article IX. Grievance**

Members may appeal in writing any grievance decision to the Board. The Board shall answer such grievance within thirty (30) days of receipt of the appeal.

## **Article X. Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with this Constitution and Bylaws and any special rules of order the Board may adopt.